

March 8, 2023

Payden Martin
Stationary Engineers, Local 39
1620 North Market Boulevard
Sacramento, California 95834

RE: Letter of Understanding –Reclassification of Non-Career Cache Logistics Coordinator

Dear Mr. Martin:

This Letter of Understanding (LOU) confirms the agreement reached between the City of Sacramento (City) and the Stationary Engineers, Local 39 (L39), regarding the above referenced matter.

Specifically, the agreement is as follows:

1. As soon as practicable, City staff shall recommend adoption of the amended Cache Logistics Coordinator classification specification attached hereto as "Exhibit 1" to the Sacramento Civil Service Board, including a request that the new classification be converted from "non-career" to "career."
2. Within sixty (60) calendar days after the Civil Service Board approves the amended classification specification, City staff shall recommend to the City Council adoption of the salary range attached as "Exhibit 2" for the Cache Logistics Coordinator classification.
3. Effective the first full pay period after the City Council has approved the new salary range, the incumbent in this classification, (Employee #0008854), shall be placed in the salary step that is the closest to their current salary step that does not result in a loss of pay. The incumbent, who shall not be required to serve a probationary period, shall use the date they are placed into the new salary range as the date to determine eligibility for future salary step advancements, which shall be administered consistent with the processes outlined in section 7.2 (Advancement in Rate of Compensation) in the Memorandum of Understanding between the City and Local 39 Miscellaneous.

This Agreement does not establish a precedent, nor does it interpret any employee rights under the language of the Labor Agreement, the Rules and Regulations of the Civil Service Board, or any applicable policies and procedures of the City of Sacramento except as expressly stated herein.

This Agreement memorializes and constitutes the entire understanding between all parties as to all matters referred to or included herein and supersedes and replaces all prior negotiations and proposed discussions, whether written or oral.

If this is your understanding of the agreement reached, please sign as indicated below.

Sincerely,


Aaron A. Donato (Mar 9, 2023 10:44 PST)

03/09/2023

Aaron Donato
Labor Relations Manager

APPROVED FOR THE CITY:


Howard Chan (Mar 12, 2023 21:18 PDT)

03/12/2023

Howard Chan
City Manager



03/09/2023


Shelley Banks-Robinson
Director of Human Resources

APPROVED FOR L39:



Payden Martin
Business Representative

Approved as to form:


Brett M. Witter (Mar 9, 2023 11:15 PST)

Brett M. Witter
Assistant City Attorney

03/09/2023

Cache Logistics Coordinator

DEFINITION

To perform logistical functions involving preparing, coordinating, and maintaining the Sacramento Fire Department, California Task Force 7 - Urban Search and Rescue (US&R) equipment cache in an appropriate state of daily readiness for immediate deployment. Assist in the operations of a warehouse with minimal supervision.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by ~~higher-level~~ Task Force personnel. Responsibilities may include the indirect supervision of support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Coordinate the packaging, transporting, and distributing of the Task Force equipment cache prior to, during, and after mission assignments.
- ~~Perform preventive maintenance inspections of all cache tools, equipment, supplies, and fleet.~~
- ~~Perform or coordinate~~ Coordinate the return, inspection and maintenance repair of: all cache tools, equipment, supplies and ~~fleet~~ arrange for repairs as needed.
- Perform daily fleet readiness checks.
- Coordinate with vendors on purchase, receipt, and return of cache tools, equipment and ~~or~~ supplies.
- Provide daily accountability and security of the Task Force equipment ~~cache~~.
- Maintain appropriate levels of tools, equipment, and supplies.
- Arrange for and monitor the safe and proper disposal of obsolete or unusable equipment through the proper mandated Federal/State/Local disposal process.
- Participate in Task Force inventory cycle counts, cache maintenance and facility logistics.
- Identify and resolve inventory discrepancies, and ensure efficient, orderly utilization of available storage space.
- Ensure storerooms and/or tool rooms are maintained in a clean and orderly fashion.
- Operate a forklift and other storeroom equipment.
- Prepare and maintain records and reports for federal reporting per Federal Emergency Management Agency (FEMA) guidelines.
- Maintain Urban Search and Rescue Database software system.
- Assist with the scheduling of maintenance of task-force facilities in coordination with supervisor.
- Coordinate with vendors for shipping and receiving inventory supplies and equipment and direct support staff as necessary.
- Provide exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS:

Knowledge of:

Exhibit 1

- Methods, materials, tools, and techniques used in the repair and maintenance of a variety of Task Force equipment.
- Storekeeping and inventory control methods and procedures; including safety requirements.
- California and Federal vehicle codes as they apply to the transporting of materials, hazardous materials, and equipment.
- Public agency purchasing cycle and federal guidelines as it typically applies within the federal notice of funding opportunities.
- Safe and efficient methods for handling heavy objects (i.e., Rigging Standards).
- Standard arithmetic including addition, subtraction, multiplication, and division; standard units of weights and measures.
- The basic operation of computers, including standard word processing and spreadsheet software.
- Basic principles and practices of customer service.

Skill in:

- Develop/Maintain inventory categorization of supplies, materials and tools based on Federal guidance.
- Problem solving as it relates to ordering and warehousing materials, supplies, and tools.
- Entering data into computer.
- Packaging materials and supplies for shipping/receiving and deployment.
- Weighing or counting times for distribution.
- Composing written correspondence.
- Managing multiple tasks and deadlines.

Ability to:

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- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education:

Possession of a High School diploma or G.E.D. equivalent.

Experience:

Two years of experience in procurement, maintenance, and transportation of an organization's supplies and equipment.

SPECIAL QUALIFICATIONS

Driver License:

Exhibit 1

Possession of a valid California Class C Driver License at the time of appointment. Loss of the Class C License is cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Desirable License:

Possession of a current valid California Class A Driver License is desirable.

Certifications:

~~Must possess or obtain a~~ Possession of a FEMA Logistics Specialist Course Certificate is required by the end of the employee's probation period.

Possession of a Forklift Certification issued by the state of California is required by the end of the employees' probation period. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Possession of an International Air Transportation Association/Air Force Manual and Integrated Computerize Deployment System Certificate is required by the end of the employee's probation period.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work Conditions:

Must be available to work on ~~call~~ standby as needed under emergency situations.

Must perform shift work as assigned, including days, evenings, nights, weekends, and holidays.

Must be capable of functioning effectively for long hours under adverse conditions, including but not limited to fluctuating temperatures indoors and outdoors.

Physical Requirements:

- Operating assigned equipment.
- Walking, standing, or sitting for extended periods of time.
- Moving supplies, parts and equipment weighing up to 50 pounds.
- Bending, stooping, and climbing.
- Work from an elevated position

Residency Requirement:

Employees in this classification must reside within thirty-five (35) air miles from the freeway interchange at W-X Streets, 29th - 30th Streets within one year following appointment.

Exhibit 1

PROBATIONARY PERIOD

Incumbents must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

CLASS HISTORY

Adopted: 08/07/07

Revised:

Title Change:

Maintenance Update:

Abolished:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Local 39A-Cache Logistics Coordinator														
2	Prepared 03/06/2023														
3															
4	Job Description	Job Code	Sal Plan	Grade	Current/New	Min/Hour	Max/Hour	1	2	3	4	5	6	7	8
5	Cache Logistics Coordinator	009127	TEMP	61	CURRENT	19.497468	29.246202								
6		016XXX	OFFT	XXX	NEW	20.784731	29.246202	20.784731	21.823968	22.915166	24.060924	25.263970	26.527168	27.853526	29.246202